



ACCESS TO
RECOVERY

Recovery Support Services Documentation Manual

Missouri Department of Mental Health

Division of Alcohol and Drug Abuse



Recovery Support Services

Documentation Manual

Table of Contents	
Page #	Page Title
1	Cover
2	Table of contents
3	Documentation Guidelines
4-10	Blank Sample Forms
4	Individual Service Note
5-6	Group Service Note
7-8	Drop In Center Log
9	Transportation Log
10	Housing Log
11-21	Documentation Examples
11	Care Coordination - Individual
12	Family Engagement – Individual
13	Recovery Coaching – Individual
14	Re-entry Coordination – Individual
15	Spiritual Counseling – Individual
16	Work Preparation – Individual
17	Family Engagement – Group
18	Spiritual Counseling – Group
19	Work Preparation – Group
20	Drop-in Center
21	Transportation Log
22	Housing



ATR III Recovery Support Services Documentation Guidelines

Access to Recovery is a voucher funded addiction treatment and recovery support program. To participate in ATR III, recovery support organizations must first be credentialed and contracted by the Department of Mental Health (DMH), Division of Alcohol and Drug Abuse (ADA). Recovery support services are authorized by the creation of a recovery support voucher. RS vouchers may be created by eligible DMH contracted clinical treatment programs or Recovery Support Access Sites. RS vouchers authorize a specific amount of funding for a specific service at a specific recovery support provider organization. The authorized RS service is then provided to the specific client. The service is then documented in program records for later review and/or audit by DMH personnel.

The required documentation falls into two categories: 1) individual service notes or 2) group service logs. Individual service notes are maintained in a separate client record. Each client served will have a separate client record or file which contains documentation of individual client services. Group logs are maintained in files chronologically, by type of group.

Individual service notes and group logs must contain:

1. name of client
2. signature of client
3. client's DMH ID number
4. type of service
5. date of service
6. start and end time of service
7. summary of the service provided
8. signature of staff person providing the service

Housing documentation must also contain:

1. signature and times staff provided housing supervision
2. physical address where service was provided

The mileage transportation log must also contain:

1. number of miles transported
2. purpose of transportation, to/from
3. signature of driver providing the service

Care Coordination, Recovery Coordination, Re-entry Coordination, and Recovery Coaching do not require client signature unless the client was present for the service.

For complete service descriptions and limitations, consult the Recovery Support Services, Descriptions and Prices document and your DMH recovery support contract.



ATR III HOUSING LOG

House Address:

Date of Service:

Check Type of Service:

Peer Housing

Supervised Housing

Staff Member Name/Signature

House Supervision Time

DMH ID #

Client Name (print)

Client Signature



ATR III INDIVIDUAL SERVICE NOTE

Client Name (Print) Jackie Doe	Check Type of Service (check one only)	
DMH ID# 1234567	Approved Services	Qualified Services
Date of Service 1-30-2011	<input type="checkbox"/> Care Coordination	<input type="checkbox"/> Family Engagement
Start Time 11:00 a.m.	<input type="checkbox"/> Re-Entry Coordination	<input type="checkbox"/> Recovery Coaching
End Time 12:00 p.m.	<input type="checkbox"/> Peer Support	<input type="checkbox"/> Recovery Counseling
# Units of Service 4	<input type="checkbox"/> Work Preparation	<input checked="" type="checkbox"/> Spiritual Counseling
Summary of Session		
<p>During this session Jackie and I discussed her prior experience of "church." She attended a Baptist church with her grandma when she was a child. However, she reported very sporadic attendance since about age 13. She believes in God and plans to use her faith to help in recovery. Discussed Christianity and her beliefs in general. Jackie is going to read a section from the meditations book I loaned her each evening and do a short prayer. Will meet again in one week for a follow-up session.</p>		
Client Signature Jackie Doe		
Staff/Service Provider Signature Ron Mckernan		



ATR III GROUP LOG

Group Title/Topic Family Dynamics of Alcoholism / Addiction		
Date of Service 1-30-2011	Approved Services	Qualified Services
Start Time 5:00 p.m.	<input type="checkbox"/> Recovery Education	<input checked="" type="checkbox"/> Family Engagement
End Time 6:00 p.m.	<input type="checkbox"/> Spiritual Life Skills	<input type="checkbox"/> Recovery Counseling
# Units of Service 4	<input type="checkbox"/> Work Preparation	<input type="checkbox"/> Spiritual Counseling
Group Leader/Staff Signature <i>Pat Jones</i>		
Group Summary		
Each group member had with them someone from their support system.		
Group discussed healthy communication skills for family members and facilitated discussion among group members about family concerns. Jane and daughter Sally shared how nice it was to talk without leading to an argument.		
DMH ID #	Client Name (<i>Print</i>)	Client Signature
123456	Henry Rollins	<i>Henry Rollins</i>
654321	Jane Smith	<i>Jane Smith</i>
13579	Daisy Mae	<i>Daisy Mae</i>
	Henry Rollins Jr.	<i>Henry Rollins Jr.</i>
	Sally Smith	<i>Sally Smith</i>
	Lilli Mae	<i>Lilli Mae</i>



ATR III GROUP LOG

Group Title/Topic Application Process		
Date of Service 1-30-2011	Approved Services	Qualified Services
Start Time 5:00 p.m.	<input type="checkbox"/> Recovery Education	<input type="checkbox"/> Family Engagement
End Time 6:00 p.m.	<input type="checkbox"/> Spiritual Life Skills	<input type="checkbox"/> Recovery Counseling
# Units of Service 4	<input checked="" type="checkbox"/> Work Preparation	<input type="checkbox"/> Spiritual Counseling
Group Leader/Staff Signature <i>Dean Moriarty</i>		
Group Summary		
Discussed and practiced how to create a proper resume'. Each client practiced filling out applications from local businesses. Group also worked on proper interviewing skills. Jane stated she will need proper interview clothing and would like to visit a local clothing bank.		
DMH ID #	Client Name (Print)	Client Signature
123456	Josh Hamilton	<i>Josh Hamilton</i>
654321	Jane Smith	<i>Jane Smith</i>
13579	Jerry Garcia	<i>Jerry Garcia</i>



ATR III HOUSING LOG

House Address: 2468 Elm St., Jefferson City 65101		
Date of Service: 1-30-2011		
Check Type of Service:		
<input type="checkbox"/> Peer Housing		<input checked="" type="checkbox"/> Supervised Housing
Staff Member Name/Signature		House Supervision Time
Chevy Chase		8:00 a.m. – 4:00 p.m.
Steve Martin		4:00 p.m. – 12:00 a.m.
Martin Short		12:00 a.m. – 8:00 a.m.
DMH ID #	Client Name (print)	Client Signature
123456	Jay Leno	Jay Leno
654321	Dave Letterman	Dave Letterman
13579	Craig Ferguson	Craig Ferguson
2468	Conan O'Brien	Conan O'Brien